United Nations ST/IC/2005/53

Secretariat

26 September 2005

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2006 competitive examination for French language teachers**

1. A competitive examination for the recruitment of full-time French language teachers will be held on 23 January 2006 at United Nations Headquarters in New York and other locations according to the number and location of qualified candidates convoked for the examination. The purpose of this examination is to establish a roster from which present and future vacancies for French language teachers in the Staff Development and Learning Service of the Office of Human Resources Management in New York will be filled. The first vacancies are expected in April 2006.

2. Full-time French teachers with the United Nations must teach an average of 15 hours per week and devote an equivalent number of work hours to course preparation and correcting students' work. In addition, each full-time French teacher is assigned tasks such as drafting and updating of teaching materials and examinations, designing specialized and communications courses, developing websites, consulting with students and participating in meetings and seminars. Full-time teachers participate in activities related to the United Nations Language Proficiency Examination as part of their assigned tasks. They are also expected to carry out other activities for the Learning Service when called upon to do so.

3. The examination is open to all staff members of the United Nations Secretariat who meet the eligibility and qualification requirements and to qualified external applicants. French teachers working part-time at Headquarters may apply as external applicants. Staff members from subsidiary organs of the United Nations and those working for a United Nations body, fund or specific programme or assigned to special missions are also considered external candidates for the purpose of this examination.

4. Staff members of the United Nations Secretariat applying for the examination must:

(a) Have French as their main language[1] and be fluent in English;

* Expiration date of the present information circular: 31 December 2006.

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(b) Have an advanced university degree (Masters) in French language teaching, applied linguistics, linguistics, languages or related field. Degrees should come from a university or equivalent institution at which French is the language of instruction. Degrees with special emphasis on the theory and practice of teaching French as a second or foreign language to adult learners are desirable;

(c) Have at least five years' recent experience teaching French as a second or foreign language to adults, preferably in a professional setting;

(d) Possess a good knowledge of current word-processing and database applications;

(e) Have experience using video, websites and/or multimedia to teach French.

Knowledge of other official languages of the United Nations (Arabic, Chinese, Russian or Spanish) is desirable.

5. All applications will be reviewed by the Board of Examiners. If a large number of applications are received, the Board reserves the right to admit to the examination only the most qualified candidates, based on a review of qualifications that are over and above the minimum criteria set out in paragraph 4. Candidates who are invited to sit for the examination will be notified in writing of the Board's decision in respect of their application by early December. Candidates should be aware that the United Nations will not be able to reimburse travel expenses to and from Headquarters for either part of the examination.

6. The written examination, which is four hours in duration, will consist of essay questions in one or more of the following areas:

(a) Knowledge of the French language;

(b) Second-language acquisition;

(c) Language teaching methodology;

(d) Computer-assisted language learning and use of multimedia in the classroom;

(e) Courses design for special purposes;

(f) Language testing.

The use of a dictionary or any other reference material will not be permitted during the examination. Candidates invited to participate in the written examination will also be requested to provide a videotape of their teaching.

7. On the basis of the results of the written examination, the Board of Examiners will invite selected candidates to the second part of the examination, which will take place in New York approximately four weeks after the written examination and will consist of the candidates teaching a class and sitting for an interview with the Board of Examiners.

8. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the second part of the examination will be informed in writing of the

Board's final recommendations in respect of their candidature. The Board does not release individual scores/results.

9. Successful candidates selected from the roster to fill the vacancies are normally offered a one-year probationary appointment as French language teachers. Upon satisfactory completion of the trial period, their appointment will be extended.

10. The salary scale for staff in the Language Teacher category comprises 12 steps, each corresponding to an annual increment awarded if performance is satisfactory. The scale is available in the electronic version of the Human Resources Handbook.

11. Language teachers are also entitled to the following benefits:

(a) Dependency benefits;

(b) Participation in the United Nations Joint Staff Pension Fund.

The yearly schedule of work for language teachers consists of three terms of 13 weeks each. There is a summer recess of approximately eight weeks, and there are scheduled breaks between terms: three weeks in December and two weeks in April.

12. Candidates should complete the attached application by e-mail or fax it no later than 25 November 2005 to:

2006 Competitive Examination for French Language Teachers
Fax number: (212-963-3683)
E-mail: OHRM_exam@un.org

Since all mail addressed to offices at Headquarters undergoes a process of sterilization and radiation, mailed applications may be delayed for up to four weeks. In order to prevent delays in the receipt of documentation, only e-mailed or faxed applications will be accepted.

Notes

[1] "Main language" is to be understood as the language in which the candidate is best able to teach. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

Application

2006 competitive examination for French-language teachers

Index No. ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Sex Male ☐ Female ☐

Date of entry on duty Month ☐☐ Year ☐☐☐☐

Type of contract _____ Expiration date _____

Department/Office _____ Duty station _____

Room No. _____ Tel. extension _____ Fax No. _____ E-mail _____

Have you taken this examination before? Yes ☐ Year ☐☐☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ Year ☐☐☐☐ No ☐

If yes, which examination(s)? _____

What is your main language?[a] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Please complete an up-to-date P.11 form, or preferably a personal history profile form, and attach it to this application. Describe your work experience (giving dates and length of time) in French language teaching, including development of courses for specific purposes. Also indicate any international experience you may have.

Applications submitted without either a P.11 or personal history profile form will not be considered.

In the space below, please indicate your experience using multimedia, video, the Internet and computers for French-language programme development and teaching, language testing and programme management. Specify software you are proficient in using and whether you have experience in web-page design for language teaching.

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

(When applying by e-mail, type the date and your name below.)

Notes

[a] "Main language" should be understood to be the language in which the candidate is best able to teach. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

United Nations ST/IC/2005/54

Secretariat

27 September 2005

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations competitive examination for accounting assistants (2005)**

1. The purpose of the present information circular is to invite applications from staff members in the General Service and related categories of the Secretariat who wish to take the competitive examination for accounting assistants, in accordance with the provisions of administrative instruction ST/AI/1998/4.

2. The written part of the examination is scheduled to be held in New York in December 2005. Staff members will be advised of the precise date and location.

3. The minimum eligibility requirements for staff members are as follows:

(a) High school or equivalent diploma; and

(b) Additional qualifications, such as a degree, certificate(s), coursework or training in accounting or finance, or progressively responsible experience in accounting or finance.

4. In addition to the minimum eligibility requirements stated above, staff members who sat for a previous accounting clerk/assistant examination must meet the following conditions:

(a) Have achieved a mark of at least 25 per cent on the overall score of that examination;

(b) Staff members who did not obtain at least 25 per cent must submit to the Board of Examiners for Accounting a detailed description of the concrete and independently verifiable efforts made in preparation for the new examination (e.g., courses taken, transcripts, hours of study, materials used, topics studied).

5. Staff members will not be allowed to take the examination for accounting assistants more than four times within a 10-year period.

6. The written examination will consist of one paper covering basic accounting principles and practice. The use of any reference material is not permitted during the written examination. Staff members must bring their own calculators. Personal computers are not allowed. Candidates who have not already passed the Administrative Support Assessment Test or "ASAT" (formerly known as the "clerical

* Expiration date of the present information circular: 31 December 2006.

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test") in English will be required to take it prior to the written examination for accounting assistants. Candidates who do not obtain a passing grade on the English ASAT will be disqualified.

7. On the basis of the results obtained in the written examination, the Board of Examiners for Accounting will invite selected candidates to take a practical test on a computer to assess their knowledge of computerized spreadsheets. The test will be followed by an interview, which will normally take place six to eight weeks after the written component of the examination. The interview will consist in part of technical questions. In addition, the Board will interview each candidate to assess professional experience, knowledge of the United Nations and, in particular, ability to work as a member of a team. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview should not assume that they will be placed on a reserve roster of qualified candidates.

8. Candidates who successfully complete the written examination, the practical test and the interview will be placed on a reserve roster of qualified candidates from which present and future vacancies for accounting assistants at United Nations Headquarters in New York will be filled. Candidates placed on the roster may be selected depending on the needs of the United Nations and the availability of posts. Internal candidates placed on the roster will receive an offer for an accounting assistant position prior to the selection of candidates from the next examination.

9. External candidates who are placed on the roster may only be appointed subject to the restrictions and limitations that have been put into place to implement the suspension of recruitment of external candidates for General Service positions, introduced by the General Assembly in resolution 58/270 of 23 December 2003.

10. Successful candidates selected to fill vacancies will be assigned as accounting assistants for a trial period. The trial period will normally be one year, but it may be extended as necessary. They will be required to work in a fully computerized environment. Staff members who complete the trial period successfully and are recommended by their offices and the Office of Human Resources Management will be confirmed in their posts, provided the posts they are on are regular posts. In the case of staff members placed on temporary posts (i.e., replacement of a staff member on mission assignment), such staff members will be given priority for future placement if their performance has been judged to be fully satisfactory. Staff members who do not complete the trial period successfully will be reassigned to a post at their level.

11. Staff members of the Secretariat who meet the conditions set out in administrative instruction ST/AI/1998/4 and of the present information circular may apply by completing the attached application form and forwarding it to: United Nations competitive examination for accounting assistants, Operational Services Division, Room DC1-0200, One United Nations Plaza, New York, NY 10017. Applications may also be sent by fax to: 917-367-0586 or by e-mail to: accounting-exam-2005@un.org. The deadline for submission of applications is **7 November 2005**. Written proof of educational qualifications obtained or experience must be attached to the application. Incomplete applications will be returned to the staff member for completion and resubmission within the deadline for receipt of applications. Extensions for receipt of applications will not be granted.

Annex

Application for the 2005 competitive examination for accounting assistants

Please type or print legibly.

Last name (family name)

First name

Nationality

Sex F M Index No. Category Present level

Type of appointment Fixed-term Probationary Permanent

Expiration or review date Day Month Year

Date of birth Day Month Year

Date of entry in United Nations Secretariat Day Month Year

Have you taken this examination before? **No** **Yes** **If yes:**

In 19 In 19 In 19 In 20 In 20

Main language (Mother tongue)

Have you passed the English ASAT? **No** **Yes**

Duty station _____

Department/Office _____
(write in full)

E-mail address _____

Room No. _____ Telephone No. _____

Please complete an up-to-date P-11 form, or preferably a PHP form, and attach it to the present application. Describe your educational background and work experience (giving dates and duration) in the areas of accounting and related functions.

Applications submitted without either a P-11 or PHP form will not be considered.

I certify that the above information is correct to the best of my knowledge and belief.

Date _____ Signature _____